

MONROE COUNTY

JOB DESCRIPTION

Position Title: Application Analyst

Date: 02-08-10

Position Level: 11

FLSA Status: EXEMPT

Class Code: 11-5

GENERAL RESPONSIBILITIES

This position is responsible for design, development, implementation, administration, technical leadership, management, security, training and evaluation of Growth Management Division's business processes, software system and knowledge/communication maintenance.

KEY RESPONSIBILITIES

- Documentation, publication, and maintenance of Business Processes for the Building, Code Enforcement, Planning, and other departments within the Growth Management Division, as assigned, working with staff members, to achieve fair and equitable application of regulations.
- Development of processes to achieve knowledge and communication documentation within database to provide the public and staff with a mechanism for retaining administrative interpretations and determinations for improved service to Division customers.
- Recommend and revise processes, with staff input, to achieve streamlined and efficient computer software application to implement business processes.
- Administration of department software application serving as liaison to software system vendors, software/hardware service provider, ITS, Department Director, Managers and other staff to effect transition to new software, achieve maximum utility and continued improvements. Responsible for management and timeliness of the implementation schedule. Coordinate business practices between divisions to ensure smooth transactions i.e., permitting, inspections, code enforcement, development review, zoning, licensing, planning, engineering and fire.
- Development and support of the system, modifying and maintaining all application screens, fields, tables, indexes, forms, reports and letters; monitoring, troubleshooting and resolving issues with the application. Ensuring data integrity in the system.
- Set up, maintain and evaluate security tables for new and existing employees. Match security levels assigned to functions within the software to our business practices.
- Provide application training and functional support to all users.
- Implement and test all additions and upgrades to software system, with coordination of staff, to assure compliance with regulations.
- Department and inter-department meetings as required.
- Independence of action and decision making responsibilities.
- Other duties as assigned.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS

Education:	Bachelor's Degree required in or Business Administration or Computer Science.
Experience:	5-7 years, preferably within a similar organization including the various departments of Building, Code Enforcement, Planning, Environmental, Flood.
Impact of Actions:	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans or recommended process changes for one or more divisions.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level. Ability to team build and gain consensus of multi-discipline a must.
Managerial Skills:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign and evaluates the work of subordinates for effective operation and results of the unit.
Working Conditions/ Physical Effort:	Majority of work is in a normal office situation typically sitting at a desk or table. Work requires only minor physical exertion and/or strain. Field work is occasionally required. Work environment involves only infrequent exposure to disagreeable elements
On Call Requirements:	None.
Other:	Valid Florida Drivers License. Computer skills: knowledge of Microsoft Office, Adobe Creative Suite, Pentamotion or similar software system required and ArcGIS desired.

APPROVALS

Department Head:

Name: JOSEPH PASKALIK

Signature: 

Date: 3-18-10

Division Director:

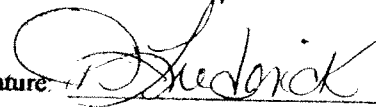
Name: Christine Hurley

Signature: 

Date: 3-18-10

Deputy County Administrator:

Name: Debbie Frederick

Signature: 

Date: 3/24/10

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____

Signature: _____

Date: _____